



949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
Email: [www.santafecountynm.gov](http://www.santafecountynm.gov)

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**Job Title: Procurement Specialist Senior**

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|-----------------------------|-------------------------------|---------------|----|
| <b>Department/Division:</b> | ASD/Purchasing                | <b>Range:</b> | 31 |
| <b>Salary:</b>              | \$20.1365/hr. - \$30.2048/hr. |               |    |
| <b>Position Status:</b>     | Full – Time/ Classified       |               |    |
| <b>FLSA Status:</b>         | Covered                       |               |    |
| <b>Closing Date:</b>        | January 19, 2017              |               |    |
| <b>Job #:</b>               | 1-2017-014                    |               |    |

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Primary Purpose:**

Performs procurement of goods and services for the County through the use of Contracts; Requests for Proposals; Invitations for Bids, and Requests for Quotes through the use of an automated purchasing system. Acts in a lead function capacity in a procurement office.

**Essential Job Functions:**

- Prepares Requests for Proposals, Invitations for Bids, Requests for Quotes and other solicitation documents.
- Conducts pre-bid conferences, bid openings, contract negotiations and post award meetings with Contractors and County staff; drafts professional service contracts, statements of work and contract specifications for department personnel; analyzes quotes, contracts, bids and proposals.
- Prepares contract award documents and tracks contract execution and obligation and de-obligation of funds; prepares caption headings, memos and relevant documentation for purchases requiring Board of County Commission approval.
- Maintains solicitation and contract files; develops procurement procedures, trains and advises employees in the procurement of goods and services.
- Performs lead duties in overseeing the work of Procurement Specialist I positions; performs solicitation documentation review and contract documentation review; identifies countywide requirements and coordinates interdepartmental purchases.
- Reviews and prepares purchase requisitions for the purchase of services, supplies, materials, and other commodities; analyzes purchase requisitions to

ensure compliance with procurement code and local policies and procedures; identifies procurement code violations on purchases and prepares recommendations for Procurement Manager.

- Communicates with vendors on quotes, invoices, and other items relevant to purchasing; obtains quotes for purchases, compiles vendor information on goods and/or services available for purchase.

#### **Knowledge / Skills :**

- Working knowledge of modern government accounting system procedures and their uses; of governmental fund budgeting; of New Mexico procurement laws, procedures, regulations and manuals; and of modern office administration, procedures, equipment, and computer software.
- Ability to exercise good judgment in analyzing organizational problems and making appropriate recommendations; to perform effectively under strict deadlines; to organize and present thoughts clearly and precisely in both verbal and written form; and to establish and maintain an effective working relationship with supervisors, employees and the public.

#### **Minimum Qualifications**

- High School Diploma or equivalent plus four (4) years of purchasing and / or procurement experience preparing various solicitations for bids and / or proposals. Experience must be the primary function of procurement; Or Associates degree in accounting, finance or related field plus two 2 years of purchasing and / or procurement experience preparing various solicitations for bids and / or proposals. Experience must be the primary function of procurement. Related experience may be substituted at a rate of 30 semester hours equal to 1-year experience.

#### **Working Conditions:**

Work is performed in an office setting. Work schedule may include evening and weekend hours. May be required to travel. Manual and finger dexterity required. May be subject to exposure of CRT's and VDT's.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:  
Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.**

**Proof of education, certificates and/or endorsements must be attached to each application.**